

Washington State Homeland Security

Most of the important things in the world have been accomplished by people who have kept on trying when there seemed to be no hope at all.

— DALE CARNEGIE

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Emergency Management Web sites:

Washington Emergency Management emd.wa.gov
Federal Emergency Management Agency fema.gov
Homeland Security Ready Campaign Ready.gov
Ready Campaign in Spanish Listo.gov
Citizen Corps (Volunteers) citizencorps.gov

Credits: Design, Lenore Doyle. Cover photos,
Washington Dept. of Transportation, Aerial Photography.
Shelter In Place illustrations courtesy of **ExxonMobil**

TERRORISM IS MORE THAN A CONCEPT. It is real, it is here, and it is now. Terrorism doesn't just happen—it is willful, planned, and deliberate. Though initiated by relatively few, it is a conscious effort to inflict pain, damage, and deep-seated psychological trauma on the masses through means of unannounced violence and shock. It cripples the hearts and minds of the vulnerable, it wounds the spirits and souls of nations and peoples—it creates physical and psychological weakness where before strength existed.

So, what, if anything, can we do to minimize the effects of this scourge called terrorism? How do we live on a daily basis with this threat lurking in our midst? Are there things you can do to make your home, school, workplace, and travel safer now and in the future? Fortunately, the answer to this question is a huge **“YES.”** First, however, we need to understand more about terrorism and those who inflict this insidious activity on the innocent.

Terrorism IS...

- Pre-planned with calculated risk
- Usually of short duration
- Violent
- Targeted and specific

Terrorism IS NOT...

- Spontaneous
- Lengthy or protracted
- Passive
- Random and widespread
- Normally religion-based

Focus on Freedom


For more than two-hundred years, the bells of freedom have tolled throughout this great land, ringing in growth and splendor the likes of which have never been equaled anywhere on earth. Even our founding fathers could not possibly have envisioned the eventual magnitude of their efforts. What they did realize, though, was the course they set would not always be smooth or without trial; that along the independence route there would be great challenges that would have to be met with correspondingly great courage or resolve. Above all, they accepted the need to stay the course—that to do so would lead to accomplishment of the ultimate goal, the realization of freedom.

The twenty-first century presents many changes and challenges. In recent years, we have seen direct challenges to our core values from others in the world who believe differently. We have witnessed horrific events nearly beyond comprehension—indeed, the threat of terrorism has touched our great state in various ways on different occasions. But you, the citizens of Washington, can be assured that we have a statewide, comprehensive strategy to deal with terrorism and its ugly effects—to deal with efforts to disrupt our daily lives, create panic or interfere with our political, social or economic processes. Contained within are seven guiding principles that help shape and provide focus to this strategy:

- Homeland security is every citizen's responsibility.
- Prevention through an empowered, educated and vigilant citizenry.
- Enhanced response capability is created through planning, equipping, training and exercising.
- Building statewide core capabilities and augmenting resources must be based on assessed threats and vulnerabilities.
- Safe and effective protective measures can best be achieved through standardization of tactics, techniques, and equipment; through interoperability and compatible communications processes; and integration of intelligence systems.
- Enhanced capacity for dealing with terrorism and other Homeland Security issues, once created, must be supported and sustained into the future.
- Washington State will be secure only when our communities are secure.

We are coordinating statewide efforts that promote security in both the public and private sectors. Even this, however, is not enough—and this is where *you* can help. This brochure presents important tips and suggestions to help you prepare physically, psychologically and emotionally for potential terrorism events. Please take time to read them. We encourage you to implement these steps at home and at work to improve your individual preparedness. Individual preparedness leads to state preparedness and helps retain our *focus on freedom*.

Respectfully,


Timothy J. Lowenberg, Major General
The Adjutant General
Director, Washington Military Department

Homeland Security Advisory System

The Homeland Security Advisory System was designed after 9/11 to provide warnings to the American people about the threat level for a terrorist attack. There are five “threat conditions,” and each has a specific color. Your federal and state government and emergency managers have specific actions they take depending on the threat level. The greater the risk of a terrorist attack, the higher the threat level.

These are the levels and recommended actions. At every opportunity, complete recommended actions at lower levels.



Officials may close public and government buildings, activate special teams and limit transportation systems. People should avoid public gathering places and stay tuned to the media.

- Be alert to suspicious activity and report it to proper authorities immediately
- Contact your business to determine status of work day
- Adhere to any travel restrictions announced by local governmental authorities
- Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities



There is a high risk of a terrorist attack. Officials will take additional precautions at public events and restrict access to some specific sites within a city or area.

- Be alert to suspicious activity and report it to proper authorities
- Review your personal disaster plan
- Exercise caution when traveling
- Have shelter in place materials on hand and review evacuation procedures
- If a need is announced, donate blood at designated blood collection center
- Prior to volunteering, contact agency to determine their needs



There is a significant risk of a terrorist attack. The public should be alert to suspicious activity.

- Ensure that your disaster supply kit is stocked and ready
- Check telephone numbers and e-mail addresses in your personal communication plan and update as necessary
- Develop alternate routes to and from work and school and practice them
- Continue to provide volunteer services



There is a general risk of a terrorist attack.

- Be alert to suspicious activity and report it to proper authorities
- Review stored disaster supplies and replace items that are outdated
- Develop emergency communication plan with family, neighbors and friends
- Provide volunteer services and take advantage of additional volunteer training opportunities



There is a low risk of a terrorist attack.

- Obtain copy of *Terrorism: Preparing for the Unexpected* brochure from your local Red Cross chapter
- Develop a personal disaster plan and disaster supply kit
- Review volunteer opportunities in your community; choose an agency to volunteer with and receive initial training
- Take CPR/AED and first aid courses

Safety and Security: How to Use and Call 9-1-1

Whenever you need help from emergency personnel, call 9-1-1. If you are unsure you have an emergency, dial 9-1-1 and let the communications center decide what action to take. Information about your call to 9-1-1 is considered personal and is used only to direct emergency response.

- Enhanced 9-1-1 is a “smart” system that automatically displays the phone number and location you are calling from; if you cannot give your location, the 9-1-1 telecommunicator will know where you are and can send help. Do not hang up.
- Call 9-1-1 if you see someone acting suspiciously, stealing, or breaking into a home or building.
- Call if you smell smoke or see a fire, see people fighting, or if you see someone being robbed or beaten.
- If you call 9-1-1 by accident, do not hang up. Explain what happened to the 9-1-1 call-taker.
- Never call 9-1-1 as a joke, to ask for information, or to see if 9-1-1 is working.
- When you call 9-1-1, tell the call-taker what is wrong, give your name, address and telephone number. Do not hang up; they may need more information.
- Teach your children how and when to use 9-1-1.
- Keep phone lines clear during emergencies. Limit calls to emergencies only.
- From home or a simple business phone, pick up the receiver and dial 9-1-1. If you call from an apartment complex served by a private telephone system, the location of your individual unit may not display at the communications center. Give specific information to the call-taker.
- From a Centrex or PBX business phone, get an outside line (usually by dialing “9”), and then dial 9-1-1. Your exact location may not display at the communications center. Stay on the line and give specific information.
- From a TTY, dial 9-1-1, and wait for a response—do not hang up if you do not get an immediate response.

Being prepared is everyone's responsibility.

Emergency Supply Checklist

Stocking up now on emergency supplies can add to your safety and comfort after any disaster. Emergency Supply Kits should contain enough supplies to last at least 3 days. Keep items that you would need during an evacuation in an easy-to-carry bag.



◀ NOAA Weather Radio is an "all-hazards" warning system used not only for weather-related events, but also for all hazardous events.

Tools and Supplies

- ❑ Screwdriver, pliers, hammer
- ❑ Coil of 1/2" rope
- ❑ Duct tape and plastic sheeting
- ❑ Toys for children

Sanitation Supplies

- ❑ Large plastic bags for trash and waste
- ❑ Large trash containers
- ❑ Bar soap, liquid detergent, and shampoo
- ❑ Toothpaste and toothbrushes
- ❑ Feminine and infant supplies
- ❑ Toilet paper
- ❑ Household bleach

Survival

- ❑ NOAA Weather Radio
- ❑ Water, 3 gallons per person
- ❑ First aid kit, freshly stocked
- ❑ First aid book
- ❑ Food (packaged, canned, baby food)
- ❑ Can opener, nonelectric
- ❑ Blankets or sleeping bags
- ❑ Portable radio, flashlight and spare batteries
- ❑ Essential medication and glasses
- ❑ Fire extinguisher, A–B–C type
- ❑ Food and water for pets
- ❑ Cash, coins for phones
- ❑ Axe, shovel, broom
- ❑ Adjustable wrench for turning off gas

Safety and Comfort

- ❑ Sturdy shoes
- ❑ Heavy gloves for clearing debris
- ❑ Matches in waterproof container
- ❑ Change of clothing
- ❑ Knife or razor blades
- ❑ Garden hose for siphoning and fire fighting
- ❑ Tent

Cooking

- ❑ Barbecue or camp stove and fuel for cooking
- ❑ Plastic knives, forks, spoons
- ❑ Paper plates and cups
- ❑ Paper towels
- ❑ Heavy-duty aluminum foil

How to Shelter In Place

Communities throughout Washington State are subject to a wide range of disasters. One of the basic instructions you may be given in a security-related event or disaster is to Shelter In Place. This is a precaution to keep you and your family safe while remaining in your home.

If authorities issue Shelter In Place instructions, quickly follow these procedures.

- Go indoors immediately.



- Go into a room with the fewest doors and windows.
- Take your Disaster Supply Kit with you.

- Seal doors and windows with sheets of plastic and duct tape.
- You can provide a minimal amount of breathing protection by covering your mouth and nose with a cloth.



- If time permits, close off nonessential rooms, such as storage areas, laundry rooms, and extra bedrooms.

- Seal gaps around air conditioning units, bathroom and kitchen exhaust fans, and heating, stove, and dryer vents with plastic sheeting and duct tape.
- Stay in the room and listen to your radio or television until you are told all is safe, or you are told to evacuate. Local officials may call for evacuation in specific areas. Follow their advice.



- Close fireplace dampers, vents, and heating and air conditioning systems.

- If you are told there is danger of explosion, close the window shades, blinds, or curtains. To avoid injury, stay away from the windows. If windows break due to an explosion, the shades will help prevent glass from shattering into your home.

- Listen to local television news or radio stations, or a NOAA Weather Radio, for instructions.



- Immediately after the Shelter In Place announcement, fill bathtubs or large containers for an additional water supply, and turn off the water intake valve to the house. Water supplies may become contaminated. Preserve the water you have available.
- Avoid eating or drinking any food or water that may be contaminated.



- Stay indoors until authorities tell you it is safe to go out-of-doors. Air out your home only after the "all clear" notice.

Safety and Security: Our Homes

We've all heard the claim, "it begins at home." It is especially true when focusing on safety and security—it does begin at home. We must first feel our homes and families are safe before we can begin to feel safe and secure in other settings, like work or school. Consider the following:

- Be prepared to take care of yourself and your family for at least 3 days. Take time to plan for those who have special needs. Prepare adequate emergency survival kits (see Emergency Supply Checklist in this brochure).
- Identify all emergencies that could occur in your immediate area from any number of causes. Seek help from your local emergency managers to identify various situations. Once identified, create plans to deal with each possible emergency. It is better to create a plan and never use it than to not have a plan when an emergency occurs.
- Understand how to shelter in place (see How to Shelter In Place in this brochure). Don't forget to make arrangements for your pets. If you need shelter, chances are they do too.
- Create evacuation plans with specific routes out of the area and to safe places. Then, make sure all family members know these plans and store the plans in vehicle glove boxes. Practice these plans frequently—critique afterward and correct shortcomings in the procedures or the execution of the plans.
- Create communications plans that include: important telephone numbers of all family members; alternate contact information; how to contact each other; meeting places; and information that should be included in messages.
- Ensure medical needs are included in all plans. Address such things as required medicines (include dosage and rate information) and any special care required.

Safety and Security: Our Schools

Everyday we send our children to both public and private schools with high expectations they will learn, explore, and grow in a safe, fulfilling, and nurturing environment. We expect their safe return at day's end. Times have changed, however, and so have requirements and expectations we have placed on school staff to provide greater security and control in the facilities they manage on a daily basis. Their challenge is daunting—but, you can help.

- Make sure your children and school administrators know how to contact you at all times during the day.
- Know the travel route to and from the school and ensure your children use this route. The route should avoid high-risk areas such as parks, vacant fields or lots, and sparsely populated areas. When driving students to school, make sure you do not leave the parking area until they are safely inside the school building.
- The learning environment is critical to good education. School safety plans, however, are equally important. Collectively, they become the foundation for handling crises of many types. Ensure your schools have current plans. If the school does not have a safety plan, ask to help in the plan development process. Your participation as a concerned parent should be welcomed by the administration.
- Ensure the school safety and emergency response plans address the following areas: Natural disasters; terrorism; school violence; health issues; facilities; and transportation. Understand the differences among lockdown, shelter in place, and evacuation plans. Each serves a different purpose.
- Learn about your schools' Special Needs students. They are an integral part of our statewide school community. We must effect special planning for their safety and comfort.



Safety and Security: Travel

Travel in today's world may present some challenges not experienced in the past. Whether at home or abroad, some common sense sprinkled with a bit of increased vigilance can go a long way toward making travel safer and more secure. Consider the following when going to or through unfamiliar places:

- Pay close attention to your surroundings. If possible, know which direction you are facing and the directions the streets will take you. Look closely at the types of structures and buildings, the houses, and the businesses. Always know where you are going and where you have been. If you truly do not know where you are going, at least act like you do. Act confidently. Should you need to move quickly, you want to know what is ahead of and behind you.
- Try to blend in with the masses—maintain a low profile and do not attempt to "stand out." Try not to wear expensive jewelry or clothes. If you have valuables, secure them and keep them out of sight.
- Though it is best to stay in very public places, common thieves and pickpocket artists also frequent these venues. Keep your valuables secured. Remember, thieves often work in pairs or groups. Do not become distracted and let down your guard.
- Keep cash and cash machine transactions private and out of sight. Try to use ATMs during daylight hours and in public places. Remain aware of your surroundings and stay alert to others who may be watching. Do not be distracted.



Safety and Security: Our Workplaces

Though all types of work present some risks, we are inclined to accept common situations. Some jobs carry greater levels of danger, though participants are trained to handle the elevated risk. Regardless of the type of activity, certain precautions can help enhance the safety in your workplace.

- Use control measures to allow access to work and employee-only areas.
- Willingly comply with established access procedures and expect all employees to do the same.
- Report illegal activity around your workplace. It impacts your personal safety.
- If you receive a bomb threat, call police immediately and provide as much information as possible about the notification. If received telephonically, listen to the entire message and remain calm and focused. If possible, try to alert another employee to call the police while staying on the phone. Try to identify noises, and pay attention to accents, names, locations, key words and phrases, etc.
- Record information as requested on the bomb threat phone call form provided by your employer.
- If you receive a suspicious-looking package or letter, DO NOT OPEN IT! Evacuate the room or area, close windows and doors, and have the ventilation system shut down immediately. Often, suspicious items tend to be portable devices like laptop computers, backpacks, suitcases, etc. They may be left unattended in areas where crowds tend to gather—such as shopping malls, military bases, airports and schools.